



Rural Development
Rural Business-
Cooperative Programs
Rural Housing Programs
Rural Utilities Programs

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VA AN No. 396 (1944-E)
June 4, 2002

SUBJECT: Section 515 Preoccupancy Conference

TO: Rural Development Managers and Rural Development Specialists

PURPOSE/OUTCOME:

The purpose of this Administrative Notice (AN) is to provide guidance on preoccupancy conferences to be held between the Rural Development Servicing Official, the borrower and the individual(s) responsible for project management.

COMPARISON WITH PREVIOUS AN:

This AN replaces VA AN No. 377 (1944-E) dated May 21, 2002.

IMPLEMENTATION RESPONSIBILITIES:

The State Office will send the Area Office its file when a loan is obligated. This will ensure that the Servicing Official has enough time to schedule the preoccupancy conference 90 to 120 days prior to the construction completion date. The Servicing Official will be responsible for reviewing and approving all required management and servicing documents. Attachment A will be used as a guide and documentation of the items discussed at the preoccupancy conference. Please send a copy of the completed Attachment A to the State Office for our records.

If you have any questions, please contact the MFH Section in the State Office.

JOSEPH W. NEWBILL
State Director

Attachment

EXPIRATION DATE:
June 28, 2003

FILING INSTRUCTIONS: Preceding
RD Instruction 1944-E

Please visit our Homepage at: www.rurdev.usda.gov/va

Rural Development is an Equal Opportunity Lender.
Complaints of discrimination should be sent to:
Secretary of Agriculture, Washington, DC 20250

ATTACHMENT A
VA AN NO. 396 (1944-E)

PRE RENT UP CONFERENCE

NAME OF COMPLEX: _____
ADDRESS OF COMPLEX: _____
TELEPHONE NUMBER: _____

DATE OF CONFERENCE: _____
ATTENDED BY: _____

ITEMS DISCUSSED, REVIEWED, APPROVED, AND/OR DELIVERED:

Application reviewed and approved _____
Lease reviewed and approved _____
Management Agreement reviewed, approved and delivered _____
Management Plan reviewed _____
Affirmative Fair Housing Marketing Plan reviewed _____
Approved and delivered _____
1930-C reviewed and delivered _____
Utility allowance reviewed, approved and delivered _____
1930-7 Budget reviewed, approved and delivered _____
Posters and 1944-L discussed and delivered _____
Identify of Interest 1944-30, 1944-31 _____
RD Instruction 1930-C, Exhibit B reviewed _____
Rent increase procedure discussed _____
Reporting requirements, monthly, year-end, audits, etc. _____
Reserve requirements discussed _____
O&M requirements discussed _____
Submission of monthly project worksheets discussed _____
Preparation and submission of TC's discussed _____
Termination notices discussed _____
Eviction notices discussed _____

I (We) certify that all of the above items checked have been discussed in detail:

Borrower of Borrower Representative

RD Official and Title

Comments:

